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Nota di contenuto	Front Cover; Indexing: A Nuts-and-Bolts Guide for Technical Writers; Copyright Page; Contents; About this guide; Audience; Mission; Strategy; Tactics; Chapter 1. About indexing; Anyone can index; Sequential indexing; Usable indexes increase profits; Chapter 2. Start indexing; Step 1 Index chapters; Step 2 Index procedures; Step 3 Index topics; Step 4 Index product names; Step 5 Index product components; Step 6 Index front and back matter; Step 7 Edit your index; Step 8 Create "see" references; Step 9 Create "see also" references; Step 10 Test your index; Chapter 3. Indexing guidelines AbbreviationsAcronyms; Articles; Back matter; Capitalization; Cross-references; Front matter; Interface components; Keyboard shortcuts; Master indexing; Nesting; Page ranges; Prepositions; Procedures; Product names; Scheduling; "See" references; "See also" references; Sorting; System messages; Tools; Topics; Index

Sommario/riassunto

Indexing: A Practical Guide for Technical Writers is a nuts-and-bolts guide to indexing. It explains in plain language and by example exactly how to index any type of print or online publication quickly, easily, and effectively. The sequential indexing method presented in the book has been battle-tested in high pressure publishing organizations in a variety of high-tech industries over the space of a decade. Because it is based on real-world success, this indexing method is bulletproof. Users of this guide will succeed as an indexer. Unlike other books on the subject, this book is focu
